

Meeting Minutes
School Leadership Team (SLT) Meeting
October 29, 2019 at 7:00AM in Room 408

I. Call to Order

The meeting was called to order at 7:00am.

II. Review of Minutes

- The minutes from the June, September, and October 2019 meetings were reviewed and approved.

III. Report from Debra Mastriano

- The budget was distributed and reviewed. These are the funds that we have so far, but the budget will change again mid-year, based on actual student enrollment.

IV. Report from James Fama

- We need to elect a substitute or alternate member for a teacher on the SLT. There will be a UFT meeting tomorrow to see if teachers want to leave the seat open, elect a replacement, or elect an alternate. The by-laws should be consulted to see if we can have a substitute. Question was raised about how to make sure the teachers who cannot attend tomorrow's meeting are considered. Perhaps a survey could be sent to all teachers. Parents usually elect an alternate to have one in the waiting, so the teachers may want to consider doing this in the future.
- There is an effort to have a stronger presence of teachers at the PTA, and everyone is trying to figure out a mutually convenient time to encourage that. James will be present at the November PTA meeting.

V. Progress Monitoring

- The progress monitoring process has changed; we need to do it four times per year and the process is much more extended and detailed.
- The progress monitoring charts support the work that we are doing in the classroom.
- Discussion of picking one grade vs. three (third, fourth, and fifth grades) to monitor progress. One grade can be picked to streamline the data. If we are trying to watch progression and tracking, perhaps we should just pick one grade.
- Discussion of breaking up into groups for each domain. The progress monitoring report requires us to plan everything in advance.
 - There is a lot of information on the iPlan portal about how to collect data. Additionally, the DOE provides a lot of tools and resources, too, such as surveys. Sometimes it is difficult to determine which tools / resources to use, especially those that relate to social-emotional wellness and supportive environment.
 - Kristin has also uploaded school test data to the SLT Google Drive. All members should review this data in advance of the November meeting.
 - Kristin, Erin, and Debra are attending an SLT / CEP meeting tonight and will hopefully report back with some helpful information.
 - Data from mock tests, which begin in December, can be used to monitor progress.
 - Child Last Institute staff can help us with data as well, as it relates to the work they have done / are doing with staff and students.

- **MATH Team**
 - Madelyn Storms, Kelly Ruffler, Stephanie Stern, Sara Lind, Debra Mastriano
 - First meeting will be Friday 11/8 at 3pm in Room 209
- **ELA Team**
 - Daria Kim, Rachelle King, James Fama, Erin McHale, Kristin Savov, Damali Peterman
 - First meeting will be Thursday 11/7 at 2:50pm in Room 404
- **Collaborative & Trusting Relationships**
 - It was decided that whole SLT should work on this topic as a whole.
 - Kristin proposes that we amend the action items in this section as a group and come up with a few things that we can focus on
 - Regularly scheduled SLT meeting on 11/13 will be used to discuss this.
- **Quality IEPs**
 - The special education team is working on this already – they monitor eight students with IEPs throughout the year.
 - Equity team to process the information and create a school wide plan.
- During these group meetings, teams should:
 - Determine what data to collect and how to collect it (think outside the box – data is not just test results – consider surveys, etc., data should ideally be qualitative *and* quantitative).
 - Determine who will collect the data and when.
 - Determine who will analyze it and input it into the progress monitoring report.
 - Remember to focus on equity within the subgroup – it is not a separate group.
 - Be prepared to report back on progress at the 11/13 SLT meeting.
 - Remember that the first monitoring report needs to be turned in by 12/13.

VI. **Adjournment**

There being no further business, the meeting was adjourned at 7:55am.

Respectfully submitted,

Erin McHale
Secretary